

**SANDY CITY
APPROVED CLASS SPECIFICATIONS**

- I. Position Title: Youth Court Coordinator/ CARI (Children At Risk Intervention) Advocate
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| <u>Revision Date:</u> | 10/08 |
| <u>EEO Code:</u> | Para-Professional |
| <u>Status:</u> | Non-Exempt |
| <u>Control No:</u> | 70427 |

II. Summary Statement of Overall Purpose/ Goal of Position

Under the general supervision of the of a Police Captain and/or Administrative Sergeant, coordinate, manage and direct the Sandy City Youth Court. The Youth Court Coordinator will also be responsible to act as a CARI Advocate. This position is hired under a formal written agreement and is funded by a federal grant. Continuation of the position is dependent upon continuation of the grant.

III. Essential Duties

Youth Court Coordinator (75% of Responsibilities)

- Manage the daily operation of the Youth Court by ensuring participation by youth and adult volunteers.
- Responsible for attending, planning, and conducting training for those involved in the Youth Court.
- Participate in the local and national Youth Court Councils.
- Responsible for the recruitment, screening, training, and participation of 20-25 youth volunteers and 5-8 adult volunteers.
- Update and maintain all Youth Court records.
- Responsible to fill the Youth Court docket by coordinating with Sandy Police Officers regarding viability of offenders in Youth Court.
- Screen cases by conferring with parents and youth to determine suitability of youth offenders in the program.

CARI Advocate (25% of Responsibilities)

- Review and assess crime reports involving juveniles as reported to the police by crime victims, witnesses, etc.
- Make contact with families of children identified as at-risk for future delinquent behaviors (ungovernable juvenile reports, witnesses to domestic violence, etc.); conduct assessments and provide referrals to appropriate resources for juveniles and their families.
- Work with school officials, CARI investigator and Sandy Police Officers, community resources and various courts and court services.
- Assist victims of crimes with resources appropriate to their situation and level of need.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in related field required. May substitute related experience for education.

Experience: Work related experience in the criminal justice system preferred. Proven experience in managing either employees or volunteers and coordination of diversified activities and functions in a management setting.

Certificates/Licenses: Must possess a valid Utah Driver's License.

Knowledge of: Basic understanding of court processes, criminal punishments, and proceedings; clerical and general office practices and procedures and equipment; correct English usage, spelling and vocabulary; knowledge of police terminology and practices, municipal and state laws, federal laws, police records procedures, and information and privacy laws preferred.

Responsibility for: Responsible for the care, condition and use of materials, equipment, money and tools; making decisions which may impact the activities and lives of juveniles and their families. Responsible for the confidentiality and "Right to Privacy Act" of participants in the Youth Court and CARI program.

Communication Skills: Ability to communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments and agencies; frequent contact with executives on matters requiring explanations and discussions; contacts with local, state and federal enforcement agencies and judiciary agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgment to deal with and influence people; occasional contact with media and community groups; contact with walk-in complaints from all professions and status in the community.

Tool, Machine, Equipment Operation: Regular use of a computer, printer, copy machine and telephone system.

Analytical Ability: Prioritize tasks; establish effective working relationships with employees and the public; follow written and verbal instructions; apply general principles to specific conditions; ability to motivate and work with volunteers, creating an understanding of Youth Court principles and practices; communicate Youth Court procedures effectively to both youth and parent participants. Must have an ability to understand applications of rules of law and adapt functions in relation to that knowledge.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Generally comfortable working conditions; great mental effort is required daily, with possibility of stressful conditions due to deadlines, and clientele involved; constant attendance is required; work assignments are broad and performed with little or no supervision, refer work to supervisor only when policy questions arise. The noise level in the work environment is usually minimal. Work schedule may be irregular, including evening work and call backs. Some travel is required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add or change duties at any time.

Department/Division Approval: _____ Date: _____

Human Resources Dept. Approval: _____ Date: _____